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SPECIAL LIBRARIES

"PUTTING KNOWLEDGE TO WORK"

VOLUME 25

FEBRUARY, 1934

NUMBER 2

SCIENCE AND TECHNOLOGY

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SPECIAL LIBRARIES

FLORENCE BRADLEY, *Editor*

FEBRUARY, 1934

Volume 25

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Number 2

Recognition of the Special Library and Its Needs

By CAROLINE W. LUTZ

Librarian of Research Laboratories, General Motors Corporation

TO MEET the particular needs of various concerns, small collections which have been recognized as essential to their activities have grown up and assumed such importance that they have become known as special libraries. A few books, kept for ready reference at the employees' desks, the trade journals subscribed to by the executives and engineers, and reports and documents which they have found indispensable in their work constitute the nuclei of such collections. In order to make this chance literature accessible to a larger number of employees, and to eliminate the purchase of duplicate material, it is eventually assembled in one place, and an employee who has marked ability in the keeping of records, or someone who is well-acquainted with the personnel, who is well liked, and whose judgment in affairs relating to the firm and the policies of the firm is respected, is put in charge.

This is not a bad beginning. If, in addition to these qualities, library training or experience were included, we should avoid difficulties later on, when the collection has outgrown the bounds of his simplified practices. However, if the librarian is successful in inspiring the library idea in his clientele, the most important step toward the permanency of the library has been made. The seed has been sown and the plant has taken root in the minds of the patrons, and, as these men progress in their professions and transfer their activities to other industries, their former experience with the library leads them to expect the services which a special librarian can render.

It should be the aim of every business librarian to make the library and his services an integral part of the organization. In addresses presented at the twenty-fifth annual conference of the Special Libraries Association,* two business men placed particular emphasis upon this fact. Industry, and especially industrial research, presents a large field for library development. Competition has become so keen, and the demand for new products so great, that, without reliable sources of information readily available, the executive and engineer would find it difficult to keep up with the rapid progress which is being made in the various fields of activity. Industry is gradually filling its ranks with men of formal training and high degrees, men who are trained to use books. The library is a tool in their hands and thus becomes a vital part of the equipment of the laboratory.

Research in industry devotes itself to observation, investigation, and experimentation, carried out for the improvement in quality of a product, and for the

*Cameron, W. H., "Why a well maintained library is essential to the progress of association activities" (*SPECIAL LIBRARIES* 24: 204-5, Nov-Dec. 1933).

Plalster, R. M., "The executive's idea of an ideal business librarian" (*SPECIAL LIBRARIES* 24: 201-3, Nov-Dec. 1933)

development of new products. Besides a knowledge of the general principles underlying his project, the technical man must have a store of pertinent facts. His chief interest in knowledge is not simply in knowing, but in the practical application of that knowledge. The result is something definite and concrete. Automobiles, radios, silks, talking pictures — how many of the thousand and one conveniences and necessities known to the public have had their origin in the laboratory? And where is the laboratory that can function efficiently without recourse to books?

The type and number of questions submitted soon familiarize the librarian with the work that is being done in the laboratory, and with the personality of the worker. One of the first things a research engineer does when he is assigned a new problem is to ascertain what the literature contains on the subject and to determine how far previous research in that field has advanced. The librarian should save the time of the worker, and the dollars and cents of his firm, by having at hand reports of investigations which eliminate unnecessary duplication of effort, involving, perhaps, the purchase of additional machinery and equipment. All the literature pertinent to a particular job should be called to the attention of the engineer and, if not in the library, it should be purchased in the original or in photostatic copies. The librarian should establish contact with various sources, so that the material can be obtained upon short notice.

The librarian should preserve a continuity and availability of literature in her special field. Subscriptions to and circulation of periodicals should be maintained. Current literature is especially fruitful in suggestions for new lines of experimentation and instrumentation, and the zealous worker is quick to take advantage of them. Time is a most important factor to the clientele of a research library. The user is not interested in where or how printed matter can be obtained, but *when*, his question being — *how soon can I get it?* To the executive or engineer in conference, five or ten minutes lost in search of an article may result in the indefinite postponement of the subject in question.

To meet these demands, the special librarian, disregarding additional expense, should take advantage of all means of rapid communication and rapid transportation. Business should be transacted, information should be given and received as efficiently by long distance telephone or by telegraph as over the desk. By persistent effort, the librarian should follow up an inquiry and stick to it tenaciously until he has seen its conclusion.

In the laboratory, as the work upon the various projects proceeds, the engineer records the results of his investigations in the form of reports. These reports are a valuable source of information, and if the library serves a large corporation, the librarian may acquaint the engineers entitled to confidential information with the work that is being done in the laboratory, either by the circulation of reports, or by suggesting an interview. Thus the individual can profit by the studies and investigations that have been carried out by others in his own organization. In every large corporation, the chances for duplication are considerable if some such method is not in use. The special library is a medium for the exchange and dissemination of information which has not yet reached the printed page.

The special librarian is a part of a creative organization. It is his privilege to follow the development of a project in the laboratory and to experience keen delight in the successful commercialization of the resulting product. To build up a collection that will satisfy the needs of the clientele, to collect, classify, catalog and distribute in-

formation, to perform services enthusiastically and speedily, and to promote and encourage further use of the library requires untiring and persistent effort. A decade ago, the library was looked upon as an innovation, a fad, and a luxury. It was highly criticized and ridiculed. In times of internal or external stress, the library was the first to suffer retrenchment, or complete extermination.

The utility of the special library in the development of a large number of concerns is making the way easier for the growth of new libraries. Specialization has increased, and readily available information is a prime requisite in any field of endeavor. The special library has won for itself a definite place in the business world. The continuation of its growth depends upon the librarian. The business man has given us an idea of what he expects of his librarian. These expectations would no doubt be different for every field of activity, some requiring more extensive training on the part of their librarian than others. However, since librarianship is our forte, it might be well to pause and consider the prerequisites which have been outlined.

The special librarian, using this term in the original sense, is in a position to understand and appreciate the desired requirements. They must, of necessity, differ somewhat from those made by public and university libraries. Since this is the case, it behooves the profession to develop a type of individual who, in addition to library training, has had some business training or experience, and who can readily adapt himself to a new point of view and to new surroundings. The special library has become an established institution, and it should not now lose its identity in the "information bureau," nor should the librarian succumb to the "news secretary."

A Library Devoted to Pure Science

By MARGUERITE CHAMBERLAIN

Eastman Library, a Branch of Massachusetts Institute of Technology Library

OUR clientele consists largely of research workers, men who are primarily thinking about things rather than doing them. Miss Morley* has described them so well as persons "whose work necessitates the exploratory approach of the student, needing to survey his subject and the literature of it in order to discover associated and related information . . . to watch for clues." Others that have access to the library at all times are staff members and graduate students. So keen is their interest in their work that the library is in use 365 days in the year, and occasionally more than twenty hours in a day. For these reasons the Eastman librarian's first duty is to see that all material is not only ready and at hand, but that our regular patrons are trained to find it for themselves, as they often search for it at midnight or on week-ends and holidays when no assistance is available.

Card lists must be kept of the staff members, their special interests, their publications. With the collections of Harvard University, Boston Public Library and the American Academy of

Arts and Sciences so near at hand, most of our book needs are quickly satisfied. Inter-library loans are frequent, but are handled by the reference librarian at the Central Library. While our services seem to be appreciated, of course the division of material always produces some irritating moments of indecision as to the location of the particular title a man needs. On the other hand, users of the former departmental and small laboratory collections find us too general. One member of the mathematics department voiced the mock querulous complaint, "Too many people use this library. Forty years ago it was as good as a private library. I could order the books I wanted and be sure to find them always on the shelves." Another man who had at least one library book on his desk for eleven years may well complain now that we request the return of all material not in active use. It may be, too, that our present restrictions, in order to satisfy the frequently urgent reference need, rather work against the thorough leisurely reading of periodical literature.

* Linda Morley. *Adaption of policies and methods to special libraries of different types*, SPECIAL LIBRARIES, 23, 297, 1932.

The Eastman Library is strictly limited to a working reference collection in the fundamental sciences. Material on engineering or applied science is definitely excluded as in the province of the Central Library or some other branch, but in our own line there has been free duplication of material already in other libraries.

In mathematics we took over and are keeping up a library which makes some attempt at completeness in journals and books which may be of interest to the staff. Since most chemists use mainly journals in their research work, we have bought no chemistry books except the strictly necessary reference sets, but have long complete sets of periodicals. In both mathematics and chemistry, journals of the early 19th century are still in frequent use, while in physics, 1925 material is often out of date, so many of our sets of physics periodicals cover ten years or less. Of course these short sets are usually supplementary to complete sets in the Central Library. We have a small basic collection of physics books, adding only those current publications for which there is real and immediate demand.

What are the advantages of a special science library in a technical institution? Our small, carefully selected collection in conveniently located open stacks attracts prompt and frequent reference use where a walk to and search through the larger library might be indefinitely postponed. As the purely scientific books and journals were almost lost in the huge collection of the general library, so were the needs of the science workers sometimes lost in the more vociferous wants of the more numerous engineers and technologists. Books are now made readily available to cover both the separate and the common needs of the three departments, without duplication with the special librarian giving attention to both individual and group needs. It is now possible for our men to keep track of articles in their own and allied fields by one or two visits a week to the Eastman current periodical table. In fact, Eastman Library furnishes the logical meeting place for men whose interests are common or interlocking.

It was in 1931 that the Institute Library Committee adopted the policy of establishing branch libraries covering related groups of subjects, rather than on strictly departmental lines. Eastman Library offered the first opportunity for putting this policy into practice, and was planned to serve the three departments. Now after more than a year's experience it seems impossible to discover where any division could properly have been made, hard to visualize the handicapped work if one of these sciences had been omitted. The chemistry department includes a strong re-

search laboratory of physical chemistry; the work in physics tends increasingly to the mathematical side. Fortunately the mathematics department was situated close by, and its library was transferred to Eastman; small reference collections from three separate chemistry laboratories were also transferred; the rapidly expanding physics department had not had time to develop a separate library. Though we would not for worlds excite envy, truth compels us to report the luxury of having some 8,000 volumes in stacks with 35,000 capacity. Only those who have crowded the last possible inch of shelving under the last possible staircase in a building can appreciate our feeling of spaciousness.

We have been consulted by some 600 individuals in the past four months, approximately 25 percent staff members, 30 percent graduate students, 15 percent seniors, the remainder lower class men and persons from outside the Institute, as our facilities are freely open to anyone who can use them. Since seniors and many graduate students have regularly scheduled classes, we have many of the problems of the college library, including that of reserved books. Our reading room serves as a regular study and headquarters between classes for many students. Besides our physics, chemistry and mathematics workers, many regular patrons are attracted from the departments of chemical engineering, electrical engineering, and aeronautics.

Here I am reminded that the need of special libraries in connection with research could not be more vividly expressed than in Dr. Raney's description of the Chicago University Libraries: "Hunters break up into small units and scatter, carrying their rations with them, and the longest travelers are apt to travel lightest. But meridians meet, and the farther men go the nearer they get together. Which means several things. The first is that those seeking a truth need their materials about them, and, if the place of search be a science laboratory, their books should be near the rest of their apparatus. It is folly to consider a chemical laboratory without the constantly employed chemical publications, both periodical and monographic, on its shelves. But a balancing consideration is that boundaries are disappearing, for truth is a rover. Where will the secret of life be surprised? There is a physical chemist and a physiological chemist, and if such a chemist needs physics and physiology, where will literature and history not have to gather? Such multifarious needs have a like authority upon us. A third consideration is that the amount of material with which one must have the intimacy of clothing is small, especially for a genius." *

* M. L. Raney. *The University Libraries*, 1933, p. 27.

The Cornell Experiment

By HENRY H. KING

Cornell University Library

READERS of SPECIAL LIBRARIES doubtless know of the new vocation of Research Librarian recently conceived of by Dr. Harlow Shapley, Director of the Harvard College Observatory. As one of the proving grounds in which this idea has been put into tentative operation through the bounty of the Carnegie Corporation, the Cornell University Library is conducting the particular Cornell experiment with which we are here concerned.

In many respects it is not an experiment at all. The work of the Research Librarian is as old as research itself, which in view of the universal penchant of man to wonder and to seek must be old indeed — though students of library science would doubtless insist that scientific research is of much more recent origin than the questionings of Aristotle and of the vast band of seekers after truth who preceded him. Nor is there any novelty in the employment by writers or scholars of research assistants. Individuals and organizations have for a long time utilized the services of so-called research secretaries or research directors. The element that is new and of special significance is the installation in the library itself of a librarian exclusively at the disposal of readers undertaking research with a view to publication. In the university library, to which the experiment is at present limited, the Research Librarian's services are restricted to faculty members making preparation for the publication of scholarly works in the field of the humanities. At Cornell, in fact, he functions under the unassuming but quite accurately descriptive title of Faculty Research Assistant. Possibly the only defect in that title is its failure to indicate that what is involved is library rather than laboratory or field research. Upon reflection I believe the readers of this brief report will find the peculiar genius of the research librarianship to lie in the fact that it was conceived of by Professor Shapley as a library function at all, rather than as an adjunct, for example, of the graduate school of a university. In itself, and even more notably in its potential development, the idea denotes a most significant extension of the library's field of service. For, as Mr. Arnold K. Borden remarks (in *The Library Journal*, February 1, 1933), "the great usefulness of reference librarians and readers' advisers . . . is common knowledge," but provision for "those academic research problems which may require a week, a

month, or more to consummate" is the challenge of this new departure.

Though it is immediately obvious that the more extensive the general information of the man attempting such a task the better, yet it is both futile and unnecessary that he lay claim to authoritative knowledge of the many subjects that will claim his efforts. Faculty members seeking aid submit clearly defined and carefully formulated problems which have a tendency to yield to methods more or less common to all research. Much more essential, therefore, than previous knowledge of the subject-matter involved are a broad and general experience in library research and a reading knowledge of the most important European languages and of Latin and Greek. Thus armed, the Research Librarian, though daily humbled by the length and breadth and depth of his own ignorance, will enjoy the more keenly the widely assorted new aspects of truth his labors will reveal to him.

When plans were laid in the summer and autumn of 1932 for the launching of this experiment in the Library of Cornell University, the perils of a too greatly diversified undertaking led the committee which was collaborating with the Carnegie Corporation and Professor Shapley in the inauguration of the new type of work to restrict the efforts of the research librarian to the fields of history and the social sciences. In actual practice, however, now of some fifteen months' duration, the tendency has been to broaden somewhat the scope of his endeavors.

The variety of the work is one of its chief charms. Projects that have been undertaken in the Cornell Library have ranged all the way from an attempt to list all the manuscript works of the Venerable Bede recorded in all the catalogs and lists of manuscript collections in the Library to a cursory examination of the speeches and state papers of Charles I, a task completed in five days. As to the former effort, it began with the beginning of the writer's official relation to the Library and will, he is assured, scarcely terminate before the end of it, whenever that may be. But it will have provided for the projected study of Bede a bibliography of his manuscript works unique in its extent. It will have supplied also a list of manuscript catalogs and catalog fragments in the University Library far beyond the scope of a library card catalog to reveal. It will have

furnished likewise a list of the principal catalogs of Latin manuscripts wanting in the Library. As to the unfinished residue of the list of Bede manuscripts, the material already assembled will point the way infallibly to the continuation of an almost self-perpetuating task. Rhetoric, biography, economics, history, and government are the subjects that have served to lighten whatever tedium there might otherwise have been in the somewhat gigantic background project so bountifully supplied by the Venerable Bede.

From this brief description of the labors of one research librarian, it will be seen that besides the variety of the subject-matter dealt with, ranging from manuscript bibliography to the study of all manner of old records for the unearthing of obscure biographical details, the projects undertaken lend themselves to distinct classifications: the intensive study of a brief period of time for the determination of a single isolated fact and bibliographical searches embracing centuries of time and the continent of Europe plus the British Isles, in terms of space, studies that serve primarily only the particular project with which they are connected and others which as a by-product furnish the Library with aids available to subsequent researches within a wide range of subjects.

Possibly the principal questions that present themselves to the minds of readers at this point are whether this new office is readily adaptable to the regular mechanism of library administration and, secondly, what manner of reception the faculty members themselves, the intended beneficiaries of the scheme, accord to this new type of library service.

The answer to the first question, on the basis of the Cornell experiment, is most emphatically in the affirmative. It is possibly pertinent to point out that this new species of librarian is somewhat of an anomaly in library economics. Every other member of the staff is constantly employed in contributing to the actual administration of the library, directing, purchasing, accessioning, classifying, cataloging, regulating the circulation, or guiding readers to works germane to their particular needs. He alone "was not," as the 1932-1933 report of the Librarian of Cornell University comments, "to be concerned in any way with the ordinary routine work of the Library." A place for him in the scheme of things and an efficient *modus operandi* were provided immediately, however, and he is eager to seize this opportunity to pay warm tribute to the marked kindness and ready cooperation of his colleagues.

The adoption of the research librarianship idea by the faculty members has taken place at Cornell as quite natural development. There was, to be sure, a certain amount of conservatism to be overcome at the outset. Why should a ripe scholar, who has built up a wide and solid reputation on the basis of research every step of which he has covered painfully but with unerring accuracy by his own unaided efforts (at what cost of time and labor!), turn now to the aid of an outsider? There is more than mere conservatism to account for his position. Without perilous trial how can he, in any case, know to what extent he can trust the thoroughness and reliability of an assistant?

Fortunately, there were from the very beginning men willing to make such a venture of faith. Steadily the program developed until in variety and extent it presented a veritable *embarras de richesses*. The first two assignments involved research in common manuscript sources, a fact which made it possible to deal with them in a unified procedure. Then a brief search for biographical data on sixteenth-century French poets under classical influence, and a survey of the Proceedings of the St. Petersburg Academy and the scholarly publications of the University of St. Petersburg — as the place was still called in the days when its university issued publications of interest from the standpoint of that study — varied the program in a most welcome manner. Collection of biographical material on some sixty-four seventeenth- and eighteenth-century English writers on economic subjects, research in the Annals of Congress for data bearing upon the early constitutional history of the United States, and a study of early Philosophical Transactions of the Royal Society to compile and classify titles of works relating to the production of wealth are among the subjects subsequently undertaken.

What, then, is the conclusion of the whole matter? Since, to quote Mr. Borden once more, "the only criteria of the success of his efforts will be the sincere testimonials of the scholars in whose behalf he has been working," and since the great majority of the tasks he has undertaken are of considerable magnitude and therefore not yet finished, it is neither becoming nor possible for the Faculty Research Assistant of Cornell University to draw a more definite conclusion as to the experiment he embodies than that the record of nine commissions thus far received from six professors representing four different university departments would seem to demonstrate the genuine demand for the type of work for which he stands and its permanent usefulness.

The Pulse Grows Stronger

By REBECCA B. RANKIN

Chairman, S. L. A. Employment Committee

IN THE past six months since business and industry have taken a turn for the better, special libraries are feeling the pulse grow stronger. The impetus for establishment of special libraries in technical fields seems to be among the first to develop. The motor industry has seized anew the desire for technical libraries, and these are in connection with laboratories. Chemical companies are re-creating their special libraries or adding new blood to them by employing trained librarians. A manufacturing firm felt so keenly the need of a library for its research staff and executives that in recent months it has established a technical library in connection with its research department.

In this connection, my suggestion to our unemployed members would be first, that new openings will not necessarily be in old well-established libraries but rather in organizations that have never had a library department nor a trained librarian; and secondly, that those new openings may be made by librarians themselves if they are able to snatch at opportunities to interpret the value of organized information. This means imagination on our part, and a knowledge of the various fields of research.

The inevitable partner of the technical laboratory is the technical library. The library probably forms the first line of offense in any attack on a technical research, and it, no doubt, culminates the research — or is the last line. For instance, the researcher first exhausts all knowledge on a given item which he is to investigate; he uses the technical library in a search for printed information on the desired subject. He can not do that unless a librarian has collected for the researcher's use a dependable, authoritative, and exhaustive collection of books, pamphlets, magazines, studies, and reports on the given subjects; or is acquainted with all bibliographical sources to this printed literature. Secondly, the technician then makes his laboratory experiments and finally brings these to a result which is satisfactory to himself and his employers and which may form an important step in a development of the entire industry. Thirdly, the results of these experiments are recorded, perhaps in dozens or hundreds of records which in turn reach the technical library and become a part of its collection. These laboratory papers are fully indexed and made accessible for the future use of that

technical staff or for the industry by means of the knowledge of a special librarian.

The technical library performs another important function for the laboratory. While consumed by his intentness on one research, the laboratory technician does not dare lose track of the outside industrial world which may go him one better if he is not alert. The special librarian in his firm keeps him informed of all happenings, new methods of chemistry, developments in his product, expansion of the trade, newly derived uses of certain commodities, and data on what competitors may be doing. The trade and technical and business magazines and the newspapers and recent books and society proceedings are scanned regularly by the librarian with these points in view, and all choice bits are culled out for the laboratory men, and indexed or digested for them.

It would be a poor policy for a corporation to hire a chemist or a technical researcher and expect him to pursue his investigations without the aid of a well-equipped laboratory. It would be an equally short-sighted policy for that corporation to expect best results from those research workers and engineers, handicapped by the lack of a workshop to assemble the published and unpublished facts of industrial and business experience. The technical library is equally important with the technical laboratory.

One needs only to be reminded of such well-known companies as American Telephone and Telegraph Company, Eastman Kodak Company, Du Pont de Nemours, and General Electric Company. The value of the company library in all technical fields has been generally recognized, and a reference to the special libraries established in technical concerns confirms this. In 1928 no less an authority than Edward A. Filene stated that "it was estimated that American business is spending more than \$200,000,000 a year on research — \$70,000,000 through the government and \$130,000,000 through commercial firms; in addition to these large corporations, industrial research is carried on by more than fifty associations of professional men and manufacturing concerns."

What may this signify to our profession? And may not the growth of technical research in 1934 and future years be more spectacular than in the decade from 1920-1929? Are we special librarians prepared for our opportunities?

PRESIDENT'S PAGE

THE rapid progress already shown by this new Science-Technology Group of ours is, I believe, one more demonstration of increasing interest and enthusiasm on the part of S. L. A. members. Just as numerous 1934 business indexes are notably improved, so the various activities of this Association seem very much on the "up-and-up". As evidence, in one single day these three things happened. I received a letter from the membership chairman saying, "We are getting lots of new members, public libraries are taking out institutional membership and many of our associates are increasing their support to the \$5.00 fee." The editor telephoned that the reports coming in to her from local chapters "never were so good . . . showing interesting, constructive programs underway in nearly every city." And in the evening I attended a meeting called by the program chairman, to discuss our June Convention with her various committees. If Miss Cavanaugh and her committees carry out even half of the plans suggested, we shall have one of the most important Conventions S. L. A. has ever offered.

The Publications Committee is at work on five new, very practical tools; the preparation of an up-to-date national directory has already been started (our last one was published in 1925), other national committees are hard at work and the Groups report that they are carrying out the book review plans so widely discussed last year. I cannot even attempt to tell in this limited space of the interesting plans afoot for the Carnegie-supported project of library service for trade associations.

So, there is a special significance to our new Science-Technology Group. It was in 1926 that these librarians voluntarily joined with the Commercial specialists because they seemed to have so much in common. Since then however, technical collections have grown so in numbers and in specialization that there is a crying need for greater concentration on common problems if S. L. A. members are to be of any help to each other. The excellent article by Miss Lutz in this issue is proof that a technical library can be, and at General Motors is, indispensable. It means a great deal to S. L. A. when a corporation like General Motors feels as stated by their technical director, that "research work without a special library is impossible."

The sub-groups that are being formed within the technical group seems to me to represent a highly desirable development in S. L. A. and one which might well occur in other Groups. There is strength in numbers when we want to further the broader aspects of the special library profession but there is need for intimate and informal contact when we are thrashing out problems in connection with our daily work. Remember that our organization is flexible enough to afford the machinery for any undertaking that members are sufficiently interested in to inaugurate and to support. So here's success to the new Science-Technology Group and congratulations to Miss Grispenstroh for her energetic and efficient handling of its re-organization.

MARY LOUISE ALEXANDER

More Help Wanted!

A COMMITTEE is at work compiling a list of Trade Catalogs which aims to include all union catalogs such as "Sweet's Architectural Catalog" and catalogs of individual firms which take on the character of a handbook by virtue of the engineering data included. It will also include sections on (1) *how to secure trade catalogs*; (2) *how to index them*; (3) *how to file them*. If any member has a special collection of such catalogs, the Committee would be grateful if a list could be sent. Reports on new or unusual methods of filing and indexing these catalogs would be of interest. Help us by sending your contribution immediately to *Granville Meixell*, Applied Science Library, Columbia University.

The Questionnaire of the Month

IF YOUR library is to be listed in the new National Directory, be sure to answer by return mail the questionnaire that has just been sent out. We want this to be an interesting and useful Directory, full of local information. So let us know at Headquarters if your blank has not been received.

ELEANOR S. CAVANAUGH

Why a Science Technology Group?

WE WERE first organized in 1923 as the Technical Group of S. L. A. and remained so until 1926, when we and the Commerce Group combined forces as the Commercial-Technical Group. For a while this served our joint professional interests but it is interesting to look back and see clearly how the trends of research in industry were leading us into greater specializations, with the result that we came to the decision last October, at the Chicago Convention, that two distinct groups were again necessary. We leave all matters of advertising, accounting, and general business to be covered by the Commerce Group while the Science Technology Group wishes to invite to its membership all librarians and research workers interested in pure and applied science, public utilities, engineering and allied fields.

To do this, we have resorted to a questionnaire, in which we indicate the first main divisions of interest, in charge of the following chairmen:

Chemistry — Mrs. Hester Wetmore, Merck and Company, Rahway, N. J.

Public Utilities — Mrs. Louise P. Dorn, Detroit Edison Company, Detroit, Michigan.

Petroleum — Albert Althoff, General Petroleum Corporation of California, Los Angeles, California.

Rubber — Edith Shearer, Western Union Telegraph Company, New York City.

One may join any or all of these sections if interests warrant, and other sections may be organized as the need for them arises.

The group is at present actively engaged in a publicity and membership campaign and in compiling a directory of its active members. The officers met early in December to prepare the questionnaire from which we hope to have not only an up-to-date list of our members but especially to obtain data and suggestions for planning the program of the June Convention. Judging from the returns of our circular letter the vote is for more round table discussions on technical library problems and fewer addresses.

One of the most active committees has been that of Book Reviews which came into existence just a year ago. Jean K. Taylor, Science-Technology Division of the Queens Borough Public Library, as Chairman, is planning to distribute an informal mimeograph bulletin of technical book reviews to the Group members during the year, with a bulletin of 1933 publications for the near future.

Chairman — Louise Gripenstroh, New Jersey Bell Telephone Company, Newark, N. J.

Vice Chairman — Hester M. Wetmore, Merck and Company, Rahway, N. J.

Secretary — Florence Fuller — American Standards Association, New York City.

Essential Dividends

“IN THE furnishing of *technical books* alone the public library is worth all that it costs. To the student and the scientist it is as essential as test tube and laboratory. To the workman it is a first aid. Even in a small library not a day passes that some workman does not come for a book that will aid him in the better performance of his job. This assistance is reflected in added earning power, which means enlarged spending power. By solving the worker's difficulties, and so saving money and time, they benefit not the worker alone but his employers, his dependents, and the whole community. Too little has been made of the motivating power latent in libraries. They must not be judged alone by the size of their circulation, or by the number of people sitting in their reading rooms. If one of these readers is a Thomas Edison or a Nicolai Tesla the money of the community is well invested. From it the whole world will draw dividends. That the opportunity for learning is made available to all is the important consideration.” — *Michigan Municipal Review*, January, 1934

SNIPS and SNIPES

Presenting Elizabeth L. Clarke. . . . When we tell you that our new Headquarters Secretary has lived in New Orleans, Cincinnati, Atlanta, Richmond and New York; that she's worked for business organizations, a railroad, the Congregational Missionary Society, the National Y. W. C. A., the National Americanization Arbitration Association, organized and managed, conducted political and money-raising campaigns, we've done our share. If you can't deduct from that that she's just the gal to run our S. L. A. office in the face of any and all emergencies, you're not what we think you are. . . .

Changes and Chances. . . . Clara (Mascot of the Troop) Widger is librarian of the Army Industrial College. Her library serves the Office of the Assistant Secretary of War and 56 student officers from all branches of the Army, Navy and Marine Corps. Mildred F. Stone, now Agency Field Secretary of the Mutual Benefit Life Insurance Company, is their first woman officer. Some people have all the luck. . . . Marguerite Benny Caldwell who used to be librarian of Canadian Industries, Ltd., is now the assistant-in-charge of the Law Library, McGill University, Montreal. . . . Hazel C. Anderson has gone from the H. J. Heinz Company to the library of the Pittsburgh Tuberculosis League. . . . And Annette Windele is in charge of the information files of the State Emergency Relief Headquarters, San Francisco. . . . Rachel T. (Ada) Benson of the Museum group tells us that she was married on November eighth at Hollywood (!) to Mr. Van Evera Bailey. She's living in Palm Springs, California. . . .

First Faint Flushes. . . . The Convention Committee is under way. Ole Massa Cavanaugh is a-cracking of the whip; sub-committee chairmen are full of plans, enthusiasm and badges. When interviewed on the coming Convention in New York President Alexander said, "It will be swell." O. M. Cavanaugh said, "It *will* be swell." Nobody interviewed us but we say it anyway. "It'll be swell!" . . .

Hobbies. . . . This month we put the screws on Katharine Maynard and Florence Bradley with delightful results: . . . "I collect bookplates, autographs and miniature books. Among the bookplates, I cherish especially four United States presidents (only 17 incumbents are known to have had them); such celebrities as Oliver Wendell Holmes, George Bancroft and George Herbert Palmer; 30 miniature plates including the

smallest in the world which measures one-eighth by one-sixteenth of an inch. My autographs are largely scientists, engineers (including Thomas A. Edison) and college presidents although I have four presidential and some near-presidential specimens. I have about 100 little books, the high spots being half a dozen smaller than a postage stamp and a 40-volume Shakespeare two and one-half inches high" . . .

Katharine Maynard. . . .

. If you're perspicacious you'll realize that our Editor likes gardening. We quote her third person singular statement: "The Editor says she's week-ending at the Brooklyn Botanic Garden all the month of February — at least it will be practically that if she goes to all the lectures on Saturday afternoons that she has signed up for. Anyhow she is deep in soil, seeds and pruning, getting ready for action next month. Her favorite flower is the cypripedium, because she can't raise 'em, by which she means she still longs for a certain island at Lake Placid, that was carpeted with cypripedium when librarians weren't tramping them down in their race for beef steak and batter cakes. (In plain English, she means lady-slippers, which she buys every fall and then nothing ever happens.) Who can tell the Editor how to make the cypripedium think Westchester is Lake Placid? Next to her garden the Editor seems to have a fancy for Beethoven, spending every Sunday afternoon at her radio, not to mention Chesterfield hour at 9 o'clock, when sometimes it is Beethoven."

Florence Bradley. . . .

Snippets. . . . Eleanor Cavanaugh is beginning to compile a new National Directory to replace the dear old 1925 yellow book which should have been retired on a pension years ago. . . . But she's sending you all a questionnaire which she says she knows you'll return quickly, if only to get your name in. . . . She said *quickly*. Katherine Uehlin, librarian of the National Probation Association, has been doing a volunteer job for the International Committee on Political Prisoners, the organization which collects pamphlets, clippings and letters on the conditions of political prisoners throughout the world. She's weeded out, sorted, refiled and read enough to make her feel that she'd be at home in any prison from Abyssinia to Zanzibar. . . . K. Dorothy Ferguson is more than busy supervising two C. W. A. projects in San Francisco. S. L. A. was one of the organizations called in to outline jobs

needing to be done. Miss Ferguson representing S. L. A. had two projects to offer. Both were accepted and are under way: a survey of trade association in San Francisco and Northern California and the completion of the Union List of Periodicals. . . . At a personnel conference for college women held at the American Women's Association Jan. 25-27, Mary Louise Alexander conducted a round table on special libraries. . . .

Chapter Chat. . . . Plans are afoot for forging a closer link between the local associations and National Headquarters. President Alexander has appointed Ruth Savord as the "liaison officer to tie up the threads" that bind us to each other. (The metaphor is a bit mixed but never mind.) Anyway the plan sounds promising and if all hands turn to it will be helpful. . . . In January, San Francisco S. L. A. visited the Information Bureau of the *Oakland Tribune* (Helen Wright) and the Library of the same newspaper (William Wallace Vaughan). . . . Rose Vormelker held the neatest meeting we've heard of yet. After convention she reported events to Cleveland and showed pictures of the newly-elected officers. . . . New York Specials are having a grand time visiting each other informally. The Above-42nd-Streeters have called on Mary Ethel Jameson at the National Industrial Conference Board, Linda Morley at the Industrial Relations Counselors, Nelle Barmore at the Rockefeller Foundation and Frances Sprague at the National Broadcasting Co. Nelle Barmore, by-the-way, has the distinction of being the highest placed librarian in the world. She's on the fifty-fifth floor of the R. C. A. Building and looks down on her Rockefeller Center confrères—the National Broadcasting Co., the Industrial Relations Counselors and (presently) the National Health Library and the National Probation Association. . . . Pittsburgh is now Special Libraries Association, Pittsburgh Chapter. Mrs. Fertig and her associates publish an informing bulletin. We were particularly interested in Miss Lynch's report on the successful efforts of the Medical Library Association to reduce the price of German medical periodicals whose fluctuating and exorbitant prices made subscriptions to them an uncertain and in many cases, prohibitive luxury. . . . Boston is holding its yearly series of educational courses which cover such subjects as Present-day printing Craftsmanship, Construction, handling and treatment of books and Elementary cataloging and classification. . . .

Salaam. . . . The Bow of the Month goes to Advertising Manager Peterkin for the ten-issue insertions of the San Francisco Technical Book Company's advertisement. . . .

Do You Know Your Abbreviations? . . . Up at Standard Brands the other day, Florence Grant decreed that every borrower must indicate when signing his charge slip about how long he intended to keep the material. Looking over the slips one morning, she found "John Smith, q.s."

"What does this mean?" she asked the delivery girl.

"Oh, that's all right, he means 'Quite soon.'"

A little skeptical, Miss Grant sent the girl back to the borrower for verification.

"Oh," said the learned Doctor, "that's Latin and stands for 'quantum sufficit.'"

But Miss Grant, knowing well the propensities of I. D.'s, thinks a better interpretation would be, "Quien sabe?" . . .

CONVENTION BOUND?

Of course you are, or will be, when June 19th rolls 'round

All roads will lead to the Hotel Roosevelt and 45th St. What we want to know is how the Travel Committee can help make your trip pleasant?

Rates by rail and bus will be issued later in full detail. And would you like a road map telling how to drive your car through New York traffic, with ease?

Travel Committee
Joseph McGlynn
Gertrude Peterkin

TENTATIVE PROGRAM

June 19-23, 1934

Tuesday, 19th — Visits planned to outstanding special libraries for those arriving in New York a day early.

Wednesday, 20th — Group Meetings

Morning — Financial

Museum

Science-Technology

Afternoon — First General Session

Evening — The Banquet

Thursday, 21st — Group Meetings

Morning — Commercial

Civic-Social

Science-Technology

(Chemistry)

Afternoon — Science-Technology

Newspaper

Insurance

Evening — Second General Session

Visit to N. B. C. and late Broadcast

Friday, 22nd

Morning — General Business with Election of officers

Afternoon — Groups, Election of officers

Evening — Dinner on Boat and Trip up the Hudson.

CLASSIFICATION AND INDEXING

Editor: Emilie Mueser

Committee: Constance Beal, Florence Bradley, Harriet D. MacPherson, Elizabeth S. Radtke, Isabella K. Rhodes

Decimal Classification Applied to American Standards Association Library

THE library of the American Standards Association is a collection consisting primarily of about 15,000 standards and specifications, plus pamphlets and books containing technical data relating to standards and specifications. It is used by the staff engineers, by many of the 2,800 members of the ASA technical committees, and by a majority of the 275 company and association members of the organization.

The standards and specifications cover a wide range of subjects, and are collected by the library from the 23 standards-making bodies in foreign countries and from a large number of American organizations. It is the aim of the ASA library to make available to its patrons every important technical standard approved anywhere in the world.

The cataloger on the ASA library staff, Hertha Wiegman, has devised some interesting and usable adaptations of the Dewey system of classification that make this large collection of pamphlet material serve the purpose for which it is intended.

In the ASA dictionary catalog are filed subject cards for the pamphlet collection; author, title, and subject cards for cataloged books; cross reference and explanatory cards. The subject cards for the pamphlet file refer to D. C. classified folders in vertical legal size filing cases. No attempt is made to catalog individual pamphlets. The books are arranged by classification numbers on open shelves.

It would be impossible to use an alphabetical file for this collection of standards and specifications because of the specialized approach, that of standards in any given field, to the subject matter. A good example is that section which deals with FITS, GAGES, and TOLERANCES. This heading covers project work carried on by the ASA and the three subjects which might well be classified under three numbers in the average library must be kept together to expedite the work. An alphabetical file would place the material under F, G, and T, thus making it necessary to look in three places instead of one.

In large sections including standards from many countries, as the one for screw threads, the pamphlets are subdivided alphabetically by countries. This system is used in any section having the material frequently asked for by country.

There is also a classified key which serves as an index to the dictionary catalog. This file corresponds to a shelf-list record of cataloged books. Each classification number used for the pamphlet material is entered on a card which is filed according to the class number. Thus a number of headings covering materials that deal with standards and specifications, are grouped on one card: e.g. 691.79 carries the following headings: GALVANIZING, STEEL, PROTECTION OF; RUST-PROOFING OF IRON AND STEEL; ZINC COATING OF IRON AND STEEL; IRON, PROTECTION OF

It has been found that the use of many specific subject headings instead of one general heading, and the elimination of "see cards" works out better when the file is used by clerical assistants, and also lessens the time required by trained assistants.

The treatment of safety codes in this file has been developed from the viewpoint of giving prompt and accurate replies to questions arising from one of the most important phases of ASA work, namely the development of standard safety codes. To illustrate — 614.8 is the class number given to SAFETY CODES, GENERAL, with an explanatory note which reads:

This subject heading is used mainly for codes containing information about two or more types of safety regulations. In a few cases, material is filed here because it does not have a good class number of its own: e.g. LADDERS, PROTECTION OF HEADS AND EYES, WALKWAY SURFACES, X-RAY PROTECTION. See also headings under specific subjects, e.g. CONSTRUCTION (692), REFRIGERATION, MECHANICAL (621.56).

Specific entries are made whenever possible.

FLORENCE FULLER
Librarian

At the request of Mr. Dabagh we are printing the following letter:

July 18, 1933

[Editor, Classification Department]

In your column of the June issue of SPECIAL LIBRARIES, page 117, Miss Dorkas Fellows makes the statement that "It is to prevent this [i.e. 'any attempt to propagate schemes identical in notation but different in meaning' from the Dewey DC] that we maintain our copyright, of which the publication of Mr. Dabagh's scheme

... was clearly an infringement, as was later acknowledged—to which it should be added that anyone undertaking to promulgate that scheme is in effect, if not in the eyes of the law, a participant in the infringement."

The implication is that I acknowledged such an infringement. This is not so. On the contrary, I informed Miss Fellows some three years ago, in connection with this same matter, that the Dewey DC copyright could not prevent the publication or use of *bona fide* revisions of the Dewey DC, or the publication or use of any other *bona fide* decimal classification, whether the same resembled the Dewey DC in appearance or not. In support of this contention I cited to Miss Fellows the cases of *Exchel v. Marcin* (1913), 241 Fed. 404, 408, 410; *Perris v. Hexamer* (1878), 99 U. S. 674, 25 L. Ed. 308; and *Macmillan v. King* (1914), 223 Fed. 862.

My position on this matter is the same now as it was then. I have never receded from it, and it has never been answered by any citation to authority in point, nor can it be unless I have completely misunderstood the law and decisions relating to copyright, and have overlooked in my

study of this point some controlling case contrary to the authorities which I have consulted.

Being a lawyer as well as a librarian, I think I understand this matter correctly both from the legal point of view and from that of the best interests of librarianship, and I do not hesitate to assure the library profession that the Dewey DC copyright does not stand in the way of progress in decimal classification, that neither my scheme, — the NDC, nor any other decimal classification, nor any *bona fide* revision or expansion of the Dewey DC, violates the Dewey DC copyright; and that any library or any individual so desiring may use the Dewey DC or the NDC, or any other classification, in whole or in part, or in any combination with change or without change of any kind. The following cases, in addition to those cited above and among others which could be cited, are authority for these statements: *Baker v. Selden* (1879), 101 U. S. 99; *Guthrie v. Curlett* (1929), 36 Fed. 2d, 694; *Brief English Systems v. Owen* (1931), 48 Fed. 2d, 555; *Taylor v. Commissioner of Internal Revenue* (1931), 51 Fed. 2d, 915.

Very truly yours,

(Signed) THOMAS S. DABAGH

EVENTS AND PUBLICATIONS

Editor: Margaret Bonnell

A SPLENDID textbook, "Current Social Problems" by John W. Gillette and James M. Reinhardt (American Book Company 1933) is a recent addition to the American Sociology Series. In the Preface the authors give credit to well-known special librarians, Grace A. England, then chief of the Civics Division of the Detroit Public Library, and her two assistants, Ione Ely and Mildred Henry, for assistance in securing source material.

* * *

"An Economic Survey of Motor Vehicle Transportation in the United States" has been published by the Bureau of Railway Economics in Washington. Highway costs and financing, taxation and regulation of motor transport are thoroughly covered. Among the statistical appendices are tables showing amounts collected in motor vehicle fees by states for the past five years, and gasoline tax receipts, and their disposition. A 20-page list of sources consulted may be had also upon application.

* * *

A twenty-one-page reading list on "Guaranty of Bank Deposits and the Federal Deposit Insurance Corporation," compiled by Dorothy Culver and

Viola Rohrs, Bureau of Public Administration of the University of California, assembles Federal and State materials on the subject. Price 25 cents from the University in Berkeley.

* * *

The League for Industrial Democracy recommends a list of "Significant Recent Books on Social Reconstruction." The American Background, Significant Biographies, The World Scene, New Editions of Radical Classics, Recent Fiction and Drama of Revolt, are some of the groupings. A selection of pamphlets concludes the list. Price five cents from 112 East 19th Street, New York City.

* * *

The Iowa Agricultural Experiment Station at Ames, Iowa, publishes "Abstracts of New Publications" which reviews in brief form the contents of its recent circulars and research bulletins.

* * *

✓ The American Catholic Who's Who for 1934-35 has recently been published by Walter Romig and Company, 10457 Gratiot Avenue, Detroit, Michigan. It includes biographical sketches of

Catholic laymen prominent in many fields as well as many outstanding churchmen. The only other edition was published in 1911. It is planned to revise and issue biennially. Price \$3.75.

* * *

The entries relating to special libraries in the Cumulated Index compiled by Isabel L. Towner to volumes 1 to 10 of "Classics of American Librarianship," while not numerous are interesting as showing the attention given to special libraries in the volumes on The Library and Its Organization and The Library Within the Walls. The ten volumes in the series cover the past twenty years in their publication dates from 1914 to 1933. Published by H. W. Wilson company.

* * *

In an article on "Borrowing from Our Neighbors" in the November 15 *Library Journal*, Marion J. Ewing, acting librarian of Pomona College, says that "Southern California is deeply indebted to the Southern California Chapter of Special Libraries for the Union List of Periodicals in Libraries in Southern California" for quick information as to whether needed material can be found close at hand.

* * *

The National Industrial Conference Board has recently published a statistical study of "Individual and Collective Bargaining under the N. I. R. A." in some 3,000 companies of over half a million dollars capitalization. It was found that only 9% deal with employees through organized labor unions. Forty-five per cent deal individually and 45% through employee representation. Another convenient handbook, "Economic Reconstruction Legislation of 1933," is provided with a topical digest and index. Available at \$2.50 from 247 Park Avenue, New York City.

* * *

The League of Nations' 1932-1933 "Survey of World Economic Conditions" is available from the World Peace Foundation, 40 Mt. Vernon St., Boston, or the New York office at 6 East 39th St. Price \$2.00 in cloth, \$1.50 paper.

* * *

The leading article in the first issue of *Reading for Profit*, a monthly review of business magazines and books, was by President Alexander, entitled "New Deal" Emphasizes Need for Business Libraries. Subscription price to the magazine is \$2.00. It is published at 537 S. Dearborn St., Chicago.

* * *

Several timely pamphlets have been received by one financial library recently — "Suggestions for Improving the Banking System" by Mr.

Winthrop Aldrich of the Chase National Bank, and Dr. Benjamin Anderson, Economist of Chase, "On the Practical Impossibility of a Commodity Dollar"; a report on "Guaranty of Bank Deposits" by the Association of Reserve City Bankers (Chicago) tells what the plan for the permanent insurance is, the amount of deposits insured, the possible costs to banks, the burden on small banks, interest on deposits, distribution of losses and assessments, and the attitude of mutual savings banks; "Documents and Statements Pertaining to the Banking Emergency" (Government Printing Office) gathers in convenient form with an index all presidential proclamations, federal legislation, executive orders, regulations and other documents and official statements pertaining to gold control, since the joint resolution of February 25th which gave the Comptroller power to close the banks.

* * *

An article by John F. Dulles entitled "The Securities Act and Foreign Lending," which explains some of the difficulties attendant on the exercise of the restrictions inherent in the Act, is available in reprint form from the Magazine Foreign Affairs, whose address is 45 E. 65th St., New York City.

* * *

Some of the bi-monthly bibliographic lists issued recently by the Russell Sage Foundation are on Reading for Business and Professional People, Family Budgets and Costs and Standards of Living, Social Aspects of the Depression, The New Leisure, its Significance and Use. The Bulletins comprising this service are carefully annotated bibliographies. The annual subscription for six numbers per year is 50 cents. Single titles cost 10 cents.

* * *

The Bureau of Foreign and Domestic Commerce announced in the December 20th issue of its *Domestic Commerce* bulletin that a factual analysis of the domestic rubber industry on the basis of official data in Government reports and of some non-Governmental studies is being made in a series of mimeographed reports to the trade, twelve of which have been released to date. Information covered includes an analysis of income statistics for this industry, volume and value of products manufactured, sales, employment, value of materials purchased, distribution and other operating costs, production costs, and a survey of the renewal tire market. The most recent study (no 12) covers cost of manufacture and distribution. The price of the reports is ten cents each or \$1.00 for the series of twelve.

The Employment Stabilization Research Institute at the University of Minnesota has published a study of "Occupational Trends in Minnesota" by Dr. Alvin Hansen and T. M. Sogge. Growth of population, changes in age distribution, and shifts in relative importance of occupations are studied as significant factors in unemployment.

"The Impact of the Depression on Business Activity and Real Income in Minnesota" is another timely publication of the Institute which studies the inter-relation of changes in business activity and changes in consumption in Minnesota and the Northwest, as being typical of the national situation.

* * *

"Municipal Debt Defaults: Their Prevention and Adjustment" is intended by the Municipal Finance Officers Association which publishes it "to serve as a practical guide for those municipalities which are striving to meet debts and maintain public services." Appendices give a summary of receivership and debt adjustment acts of the States and Canadian provinces which have such legislation, and of important municipal debt reorganization proposals. Price 50 cents from Public Administration Service, Chicago.

* * *

"Health Books for Public Libraries" by Ethel Wigmore, librarian of the National Health Library, has been reprinted in pamphlet form from the May 1 issue of *Library Journal* and may be obtained from the Library at 450 Seventh Avenue, New York City. Special librarians who visited Chicago will remember Miss Wigmore's very busy booth at the A. L. A.

* * *

In November a magazine started publication which goes in for news of legitimate contests. It is called *Popular Contests Magazine*, published at 76 Wilmington Avenue, Dorchester, Mass., \$2.00 per year. Publications and organizations conducting contests are classified as Artistic, Educational, Clever Sayings, and Wisecracks, Letter Writing, etc.

* * *

The Industrial Research Department of the Wharton School of Finance and Commerce has published the first study of its Wool Series — on "Production and Equipment Trends in American Worsted Yarn Manufacture, 1919-1932," by H. S. Davis and G. F. Brown. Students of industry generally should find the meth-

ods used interesting and the data valuable for comparative purposes. Price \$1.00.

* * *

The School of Public Affairs of Princeton University has published a "Selected Bibliography on Revision of the New York City Charter" prepared in October 1933. It is available upon request.

* * *

"The Leeds Public Libraries Commercial & Technical Library Bulletin" for September, devotes its four pages to 'Indexes and Abstracts of Periodicals,' from which we quote: 'Relative estimates in 1931 indicate that about three-quarters of a million scientific and technical papers are published every year in some 15,000 current periodicals. The task of keeping in touch with all that is published is becoming a physical impossibility even to the most rigid specialist, and industrial and scientific workers are more and more dependent upon indexing and abstracting services.' The Industrial Arts Index is one of the two indexing services to which this British Library subscribes."

Reviewing, indexing, and routing periodicals, distributing abstracts, routing announcements of forthcoming technical meetings, and obtaining upon request information on any subject likely to be of use to members of the staff, are all familiar functions of the research bureau of Sir W. G. Armstrong, Whitworth & Co., British engineers. "Taking out membership in A. S. L. I. B." is listed among the first steps taken towards organization of this research bureau, in a very complete and interesting paper describing it, in the Proceedings of the Tenth Conference of the Association of Special Libraries and Information Bureaux. In studying its card indexing, this library has found that the average time per article is about two minutes. Abstracts as a medium for increasing circulation of books are indicated by a chart showing steady upward trend over the past three years in number of books issued per abstract sheet.

* * *

"Recent Developments in Equipment for Special Libraries," in use at the London School of Economics, are described in another paper before the same conference. One piece of apparatus described is a vest-pocket camera by which documents, books, and periodical articles can be photographed and the films projected on a sheet of paper or almost any surface by means of a cinescope. The whole apparatus is contained in a case 18 inches square.

Business Book Review Digest

Compiled by the Staff of the Business Branch of the
Public Library, Newark, N. J.

Benjamin, E. S. Practical credit analysis. E. S. Benjamin, 1933. \$7.50.

Presents a system of credit analysis which has been developed by the author and applied to actual credit work. Shows how to determine the amount of credit that should be granted to an industrial enterprise after an examination of its financial statements. It is intended for the credit man and not for the student, although some reviewers state that it should be useful to teachers, students and investors. All reviews were favorable.

- * *American Accountant*, September 1933. p. 284. 525 words.
- American Bankers Association Journal*, December 1933. p. 67. 200 words.
- Certified Public Accountant*, December 1933. p. 757. 175 words.
- Domestic Commerce*, October 30, 1933. p. 137. 50 words.
- * *Journal of Accountancy*, October 1933. p. 310. 125 words. R. C. Brown.
- * *Management Review*, October 1933. p. 320. 300 words.

Bennett, Charles. Scientific salesmanship. American Efficiency Bureau, 1933. \$3.00.

"The first book in which a definite scientific theory of selling procedure is developed from the point of view of social psychology and dynamic economics," according to the author. Written for the use of salesmen, sales managers, merchandising executives, students of marketing, and advertising counsellors, it gives current and timely ideas and plans for selling today. The appendix contains extracts from 314 selected articles by various writers dealing with problems and phases of salesmanship. Has been called a veritable encyclopedia of salesmanship, and recommended for its thoroughness and clarity. Favorably spoken of.

- Barron's*, November 6, 1933. p. 13. 100 words.
- Management Review*, January 1934. p. 28. 225 words.
- Retailing—Executive Edition*, December 4, 1933. Alexander Kaylin.
- Industrial Digest*, November 18, 1933.
- Babson Institute Alumni Bulletin*, October, 1933.

Frederick, J. G. Primer of "New Deal" economics. Business Bourse, 1933. \$2.00.

Discusses the basic principles and official interpretations of the "New Deal." The prologue contains a brief review of man's economic history and chapters have been contributed by Gerald Swope, Bernard M. Baruch, and Donald Richberg. According to the reviews, the author has done a good job in so discussing the subject as to make it understandable to the man-in-the-street.

- Advertising & Selling*, August 17, 1933. p. 48. 100 words.
- * *Barron's*, August 7, 1933. p. 11. 135 words.
- Business Week*, August 12, 1933. p. 19. 100 words.
- Domestic Commerce*, September 10, 1933. p. 78. 50 words.
- Management Review*, October 1933. p. 319. 125 words.
- Mid-Western Banker*, October 1933. p. 10. 150 words. Margaret Reynolds.
- * *News Bulletin of the University of Chicago*, September 12, 1933. p. 8. 40 words.

* Favorable review.

Klein, J. J. Federal income taxation—1933 cumulative supplement. Wiley, 1933. \$6.00.

This supplement, intended for use with the 1929 edition, brings the subject up to date by dealing with all pertinent decisions and rulings issued since 1929. Most favorably reviewed. Some reviewers state that this book is technical and is intended only for the use of lawyers or accountants with a knowledge of the law, while others feel that it will be a useful and practical guide to the taxpayer, the practitioner and tax tribunals. The legal wording is translated into plain, understandable English.

- * *American Economic Review*, June 1933. p. 352. 215 words. F. R. Fairchild.
- * *Certified Public Accountant*, May 1933. p. 319. 90 words.
- * *Journal of Accountancy*, May 1933. p. 390. 425 words. W. H. Lawton.
- * *N. A. C. A. Bulletin*, November 15, 1933. p. 379. 250 words.

Laughlin, Lawrence. Federal reserve act—its origin and problems. Macmillan, 1933. \$3.50.

Presents the origins of the Federal Reserve Act and discusses the problems now facing the system. Includes chapters on inflation, deflation, and the organization of credit, and contains a good index and table of contents. One reviewer feels that the author has been too much concerned with his personal part in shaping the Act. Others state that he sheds light on the theory and practice of banking and that this book is a readable, interesting narrative of historical interest.

- * *Accounting Review*, September 1933. p. 259. 1100 words. J. F. Ebersole.
- American Bankers Association Journal*, November 1933. p. 74. 17 words.
- * *American Economic Review*, December 1933. p. 571. 850 words. H. L. Reed.
- * *Banker*, August 1933. p. 126. 85 words.
- * *Bankers Magazine*, September 1933. p. 320. 630 words.
- Barron's*, June 26, 1933. p. 9. 250 words.
- *Books*, August 13, 1933. p. 13. 620 words.
- Business Week*, July 1, 1933. p. 19. 45 words.
- Commerce & Finance*, May 31, 1933. p. 478. 60 words.
- * *Credit & Financial Management*, August 1933. p. 22. 150 words.
- * *Current History*, July 1933. p. 38. 40 words.
- * *Dun & Bradstreet*, July 1933. p. 35. 225 words.
- Industrial Arts*, June 1933. p. V. 70 words. Leona Kohn.
- * *Management Review*, November 1933. p. 352. 250 words.
- * *Mid-Western Banker*, August 1933. p. 16. 425 words. Margaret Reynolds.
- * *North American*, August 1933. p. 236. 60 words.
- Review of Reviews*, July 1933. p. 88. 250 words.
- *Savings Bank Journal*, September 1933. p. 48. 400 words.

Pitkin, W. B. Consumer, his nature and changing habits. McGraw-Hill, 1933. \$4.00.

A study of the buying habits and preferences of the consumer, to determine how much money he has and how he spends it. Population has been divided into various groups according to income, age, sex, ability, etc., telling

* — Favorable review with some adverse comment.

— Adverse criticism.

the sources of income and how it is spent. It has been criticized for the frequent lapses into the bed-time story style and for the long technical terms used at times, but commended for its sound sense and pertinent comment and the unusually interesting style in which it is written

— *Advertising & Selling*, February 16, 1933. p. 36. 1,000 words. P. T. Cherrington

American Economic Review, June 1933. p. 23. 380 words
Booklist, March 1933. p. 29

* *Boston Transcript*, January 28, 1933. p. 3. 450 words.
Business Week, January 25, 1933. p. 19. 35 words.

— *Columbia Law Review*, March 1933. p. 33. 500 words.
Bulletin of the Taylor Society, August 1933. p. 86. 400 words. P. H. Nystrom.

— *Credit & Financial Management*, March 1933. p. 29. 90 words

* *Industrial Arts Index*, January 1933. p. IV. 50 words.
Leona Kohn

* *Journal of Business Education*, April 1933. p. 27. 275 words.

Journal of Home Economics, April 1933. p. 25. 110 words.

* *Journal of the American Statistical Association*, September 1933. p. 369. 300 words. Hazel Kyrk.

Mid-Western Banker, May 1933. p. 13. 500 words
Margaret Reynolds.

* *Monthly Bulletin of the Association of Leather Goods Manufacturers*, July 1933. p. 28. 700 words

* *New York Times*, January 22, 1933. p. 5. 900 words
North American, July 1933. p. 236. 60 words.

* *Savings Bank Journal*, September 1933. p. 48. 350 words.
— *Syndicate Store Merchandiser*, February 1933. p. 38. 200 words.

Rost, O. F. Distribution today. Whittlesey House, 1933. \$3.00.

The distribution system and the important agencies, such as the wholesaler, independent retailer, chain store, super market, etc., and important distribution policies, analyzed. There is a special section devoted to price problems and cost elements, and the effect of the National Recovery Act on distribution. The reviews, all favorable, say that this book should be of practical value to the marketing executive because it is factual, and descriptions simple and clear, and the discussion comprehensive.

* *Advertising & Selling*, December 7, 1933. p. 26. 450 words.

Business Week, December 9, 1933. p. 19. 60 words.

* *Domestic Commerce*, December 10, 1933. p. 173. 100 words

* *Management Review*, January 1934. p. 31. 250 words

* *Textile World*, December 1933. p. 98. 200 words.

Rowland, F. H. How to budget for profit. Harper, 1933. \$4.00.

A practical book on budgeting, showing specifically the method of procedure in constructing a master budget, assembling production and distribution costs and standards. It is well illustrated with tables, charts and forms, which adds to its usefulness. It received favorable comment from reviewers.

* *American Accountant*, July 1933. p. 22. 325 words.

* *Barron's*, July 3, 1933. p. 12. 125 words.

Bulletin of the Taylor Society, June 1933. p. 74. 45 words.

Directory Chart of State Document Exchanges

Any librarian who ever has occasion to acquire any state document will find the *Directory of State Document Exchanges* well worth its moderate cost. This chart tells where and upon what basis state documents for any of the 48 states may be obtained, including:

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- * *Certified Public Accountant*, December 1933. p. 758. 150 words.
- * *Factory*, July 1933. p. 30. 45 words.
- * *Management Review*, September 1933 p. 285. 275 words.
- * *N. A. C. A. Bulletin*, October 15, 1933. p. 261. 900 words. F. G. Gartner.

Weseen, M. H. Write better business letters.
Crowell, 1933. \$2.00.

This is not a technical study but a handbook. Covers good letter forms, orders and inquiries, complaints and adjustments, letters of application, personal and semi-personal letters, etc. The reviews, all favorable, emphasize the clear, concise and forceful style and logical order of arrangement as well as the very complete table of contents and index.

- * *Bankers Magazine*, August 1933. p. 208. 175 words.
- * *Booklist*, July 1933. p. 333.
- * *Industrial Digest*, May 1933. p. 18. 70 words.
- * *Journal of Business Education*, April 1933. p. 27. 315 words.
- * *Management Methods*, May 1933. p. 227. 350 words.
- * *Mid-Western Banker*, June 1933. p. 12. 200 words. Margaret Reynolds
- Wisconsin Library Bulletin*, May 1933. p. 135.

Young, J. W. Advertising agency compensation.
Univ. of Chicago Press, 1933. \$2.50.

The results of a survey on the compensation of advertising agencies in relation to the total cost of advertising. The first part presents the facts and the second the author's conclusions. It includes an analysis of the development of the agency from the advertiser's and publisher's viewpoint, and the internal operations of the agency. This report has received much favorable comment and has also been criticized by the Association of National Advertisers on the grounds that the study rests on too narrow a base and that it fails to include an important and necessary element — the legal story of the relationship of the advertising agent to the advertiser and to the publisher, and on that section of the report outlining the views of the publishers on the agency structure.

- *Advertising and Selling*, June 22, 1933. p. 15. 1,200 words.
- * *Barron's*, September 11, 1933. p. 7. 100 words.
- * *Industrial Arts*, September 1933. p. 11. 80 words. Leona Kohn.
- * *Western Advertising*, June 1933. p. 67. 250 words.

THE HIGHWAY OF CLASSIFICATION

WHEN the business man wants a Library he is demanding organized information though he probably labels it Service. Do our business men know that the librarian's key to this objective under either name is Classification, or do we let them go on assuming that we simply press a button and that Service is the result? What progress have we made within our profession this last ten years in such matters if we must admit that not yet have we taught our business men the significance of Classification as a technical term. In fact this thing of Service has raised about us a tremendous cloud of dust. Is

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ON account of being closed this summer, we have missed out in securing a copy of the 1933 "Facts and Figures of the Automobile Industry" (National Automobile Chamber of Commerce). It is free of course, but their supply is exhausted. This is one of our much-called-for sources and lacking this number is a real handicap. I thought perhaps someone might have a duplicate copy which might be contributed to the cause! Also we are trying to build up a second set of the Chase Economic Bulletin, to relieve our much-used bound volume set. I have been successful in securing all except the following issues:

- Vol. I, no. 1, October 5, 1920
- Vol. II, no. 2, May 6, 1922; no. 3, June 23, 1922; no. 4, August 31, 1922
- Vol. III, no. 4, October 4, 1923

The Chase National Bank cannot supply these, but possibly some of the other financial libraries may have copies to distribute or exchange. —
From Dorothy Bemis, Lippincott Library, University of Pennsylvania.

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